

WHO CAN HELP ME?



UNC

College of Education and
Behavioral Sciences



ADMINISTRATIVE SERVICE CENTER STAFF

BUSINESS OPERATIONS MANAGER



Deidra Schaeffer



McKee



129
970-351-



1464
deidra.schaeffer@unco.edu

- Budget Manager
- Evaluation Coordination (Eval Kit)
- Coordinate Academic Support (for College ASCs)
- Enrollment Analysis and Course Scheduling
- Verify Faculty Workload and Overload
- FLAC Payroll System
- Monitor and Transfer Research Incentive Funds
- Communication with Leadership team
- Approval Queue setup and approvals
- Accreditation Support as needed
- Scheduling CUE
- Digital Measures, workflows for faculty evaluations

ACCOUNTING SPECIALIST



Keyleigh Gurney



McKee



131
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2807
Keyleigh.Gurney@unco.edu

- Accreditation Support as needed
- Building Coordinator
- Catering and Alcohol Approval Form (submitted by host)
- Check/ ACH Requests
- Contracts: (Sales, Proposals, Intergovernmental, MOU)
- Deposits
- Electronic Intermural Orders (EIO)
- Fiscal Year end closing
- Fund balance questions
- Gift/ Prize/ Award Purchases
- Independent Contractor Agreements (ICAs)
- Journal Entries
- Moving Expenses (part of Onboarding)
- P-Card Coordination
- Photocopier Accounting/ Maintenance
- Professional Development Spending (Including start-up funds)
- Purchase Orders/ Invoices
- Supplies Ordering Assistance (Not STE or PSC/ DML)
- Travel Authorizations & Reimbursements

HUMAN RESOURCES SPECIALIST



Edie Dolben



McKee



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3561
Edie.Dolben@unco.edu

- Record/ System Maintenance
- Employee Agreements & Contracts (FLAC)
- Search Administration
- Hiring Process & On-boarding
- Employee Support
- Promotion, Tenure, Sabbatical tracking
- Maintain Personnel Files
- Accreditation Support as needed



ADMINISTRATIVE SERVICE CENTER STAFF

HUMAN RESOURCES SPECIALIST



TBD







- Record/ System Maintenance
- Employee Agreements & Contracts (FLAC)
- Search Administration
- Hiring Process & On-boarding
- Employee Support
- Promotion, Tenure, Sabbatical tracking
- Maintain Personnel Files
- Accreditation Support as needed

COMMUNICATIONS SPECIALIST



Elena Sarabia



McKee



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3623
Elena.Sarabia@unco.edu

- Campus communication
- Assist in Event Planning and coordination (marketing/communications, internal and external)
- Event calendar entries/ promotions at university-level
- Faculty, Staff, and Student Communications
- Dean's office and department webpages (excluding catalog)
- Social Media Coordination
- Unit Communications
- Building Digital Signage (Flyers, Brochures, displays)
- Central Marketing Communications
- Website Rebuild Commity
- Slate and Emma mailing communications
- Monthly newsletters to faculty, staff, and students



STUDENT AND FACULTY SUPPORT STAFF

UNDERGRAD STUDENT/ FACULTY SUPPORT SPECIALIST



Susan Allen



McKee



126
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3559
Susan.Allen@unco.edu

- Course Scheduling for UG:
 - ASL/ INTR
 - UG SPED and GOAL
 - PSY
 - STE
- UG Canvas access support
- UG Student Support
- UG Faculty Support
- UG Conference room scheduling
- Second Dean's office contact
- UG record maintenance as needed
- Accreditation Support as needed

*UG = Undergraduate

GRADUATE SUPPORT SPECIALIST



Ellen Foley



McKee



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2727
ellen.foley@unco.edu

- Course Scheduling
 - APCE/ Univ 101
 - SPSY
 - PSY
 - SRM/ STAT 150
 - HESAL/ ELPS
- Graduate Student support & outreach
- Grad Faculty support
- Psychological Services Clinic support
- Diagnostic Materials Library Support
- GA/ TA contracting, funding, on-boarding
- Grad record maintenance
- Graduate comprehensive examination support
- Graduate course override support
- Graduate Advisor changes
- McKee conference room scheduling
- Accreditation support as needed
- Grad Canvas access support



STUDENT AND FACULTY SUPPORT STAFF

STUDENT/ DEAN/ FACULTY SUPPORT SPECIALIST



Lauren Gutierrez



McKee



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3529
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- Assistant to the Dean
- Administrative support
- Manage Dean's calendar
- Curriculum workflow
- Manage guest parking permits
- Building coordinator
- 25-Live Pro Scheduler
- Hiring CEBS work-study staff
- Scheduling CEBS work-study staff
- Dean's office student staff training and professional development
- Supervise Dean's Office work-study staff
- Course scheduler
- Dean's events coordinator

STUDENT/ FACULTY SUPPORT SPECIALIST - CUMBRES & ECE



Penny Mascarenas



McKee



261
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2420
Penelope.Mascarenas@unco.edu

- Student interaction & support
- Advisor for Early Childhood Education
- Cumbres Program
- Student outreach
- Supervise student employees
- Accreditation/ Compliance



EDUCATOR PREPARATION SUPPORT STAFF

EDUCATOR PREPARATION SPECIALIST



Tish Thompson



McKee 213B



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1623



Letitia.Thompson@unco.edu

- Accreditation/ compliance
- Ed Prep program support
- New Hire Paperwork (final approval still goes to HR specialist)
- Mileage reimbursement (final approval still goes through Accounting Specialist)

EDUCATOR PREPARATION FIELD PLACEMENT OFFICER



Cheryl Sparks



McKee

209



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4716



Letitia.Thompson@unco.edu

- Teacher candidate placement (not SPED)
- Live text field placement management
- PEC Support
- Field supervision support
- Mentor Teacher Compensation credits

EDUCATOR PREPARATION OFFICER SPED



Jackie Davis



McKee 0039



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2359



Jackie.Davis@unco.edu

- Teacher candidate placement (SPED)
- Process field experience, student teaching and practicum applications for SPED
 - Generalist undergraduate
 - Generalist graduate
 - Early childhood special education
 - Deaf/ hard of hearing
- Create and maintain partnerships between district/ schools/ mentor teachers for student placement
- Recruit and retain University supervisors to work with field experience, student teaching and practicum
- Maintain Canvas courses, monitor for grade DB and submit final grades.
 - EDSE 444
 - EDSE 693
- Process compensation for mentor students in SPED undergraduate and graduate